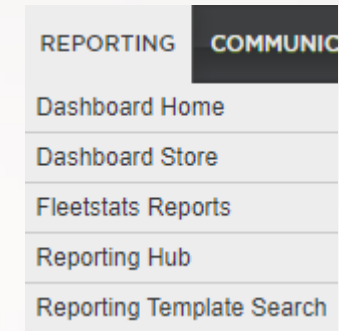
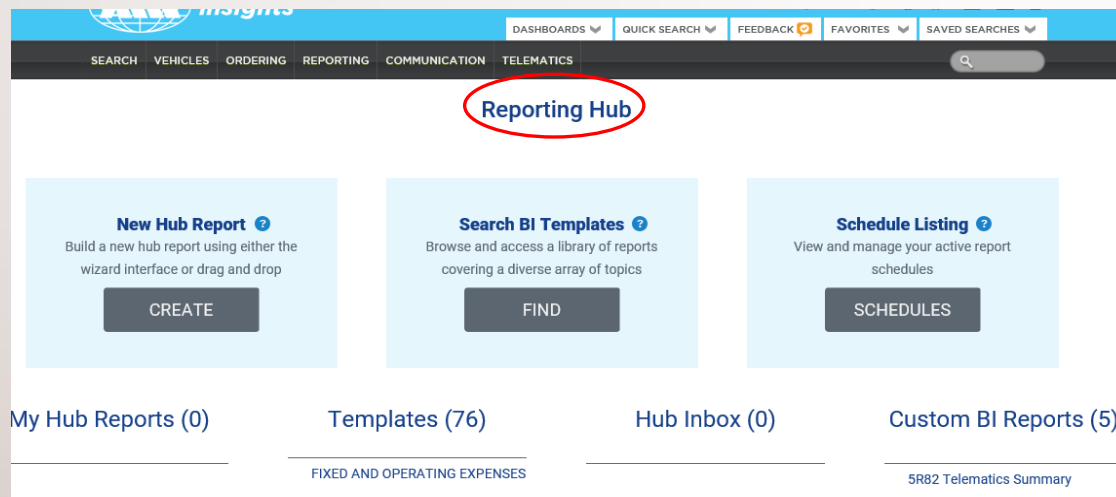


Steps to Run a “Fuel Report” in ARI

In ARI Insights, click on the Reporting tab in the black field then click on Reporting HUB



Click Find in the Search BI Templates box.

SEARCHVEHICLESORDERINGREPORTINGCOMMUNICATIONTELEMATICS

Find Reports (Client)

Easily filter the listing of reports by selecting from the drop downs or using the Keyword search

Country

USA

Report Topic

Fuel

Search Term

Enter Keyword

Search

Use a keyword to search report titles and descriptions

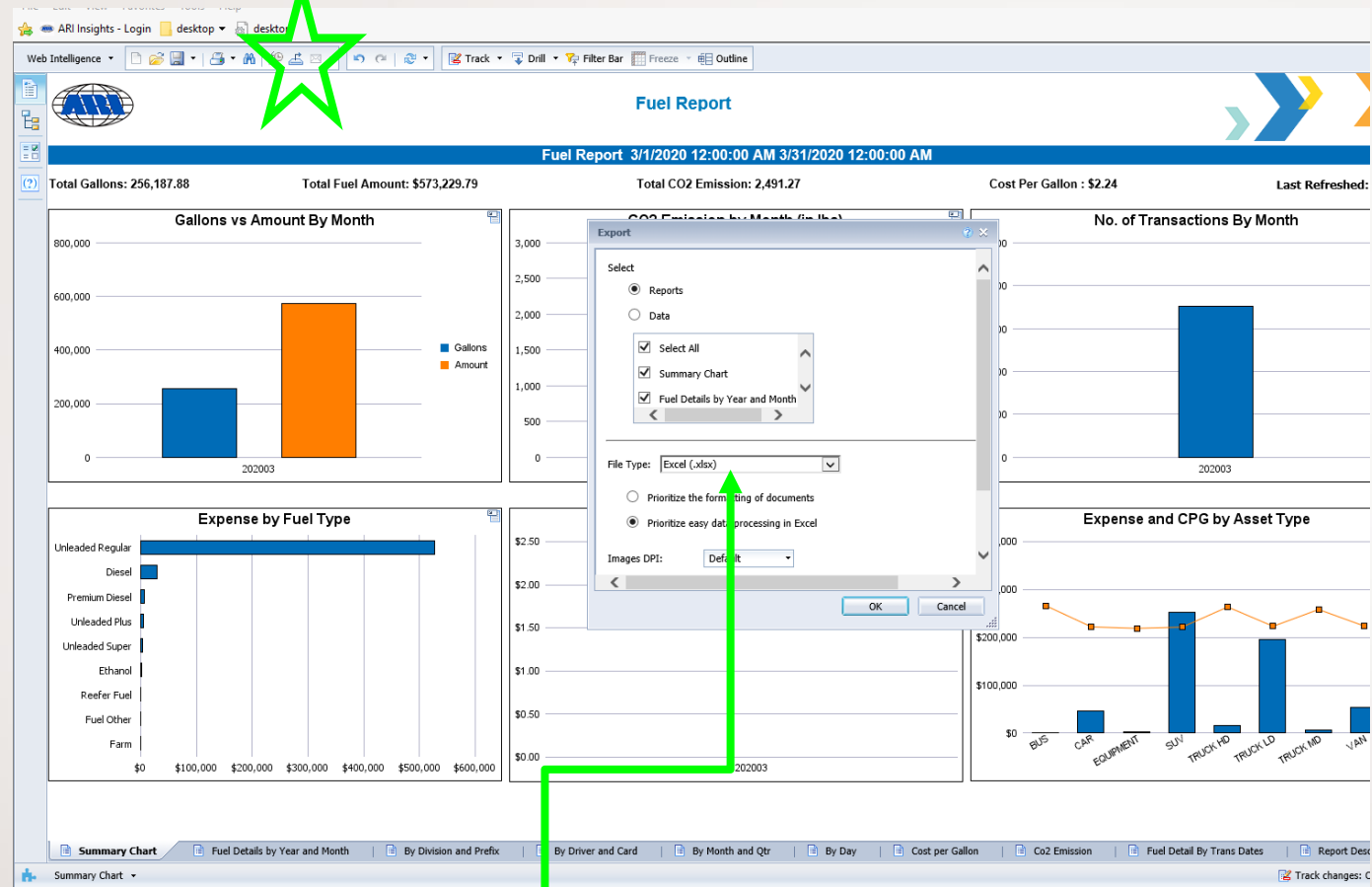
Reports


Report Name	Description	Report Type	Report Access Count
PIN REPORT AND LAST PIN TRANSACTION	PIN transaction and last use date	Fuel	1579
FUEL STATISTICS AND MPG	Counts by client, division, asset type. Usage by client, division, asset type. MPG by asset type.	Fuel	1426
FUEL REPORT	Transactions, Co2, Expense by fuel type, cost per Gallon, CPG/month, Drivers and PINs, Month and Quarter	Fuel	1210
FUEL AND TANK EXCEPTION-WEX	Exception reporting for: Tank Capacity Violation Premium Fuel Purchase Mismatched Fuel Types Non-Fuel Purchase Multiple Transactions in a day	Fuel	1052
FUEL PROGRAM UTILIZATION	Fuel Program Utilization: Number of vehicles on Program vs. number of vehicle using program.	Fuel	667

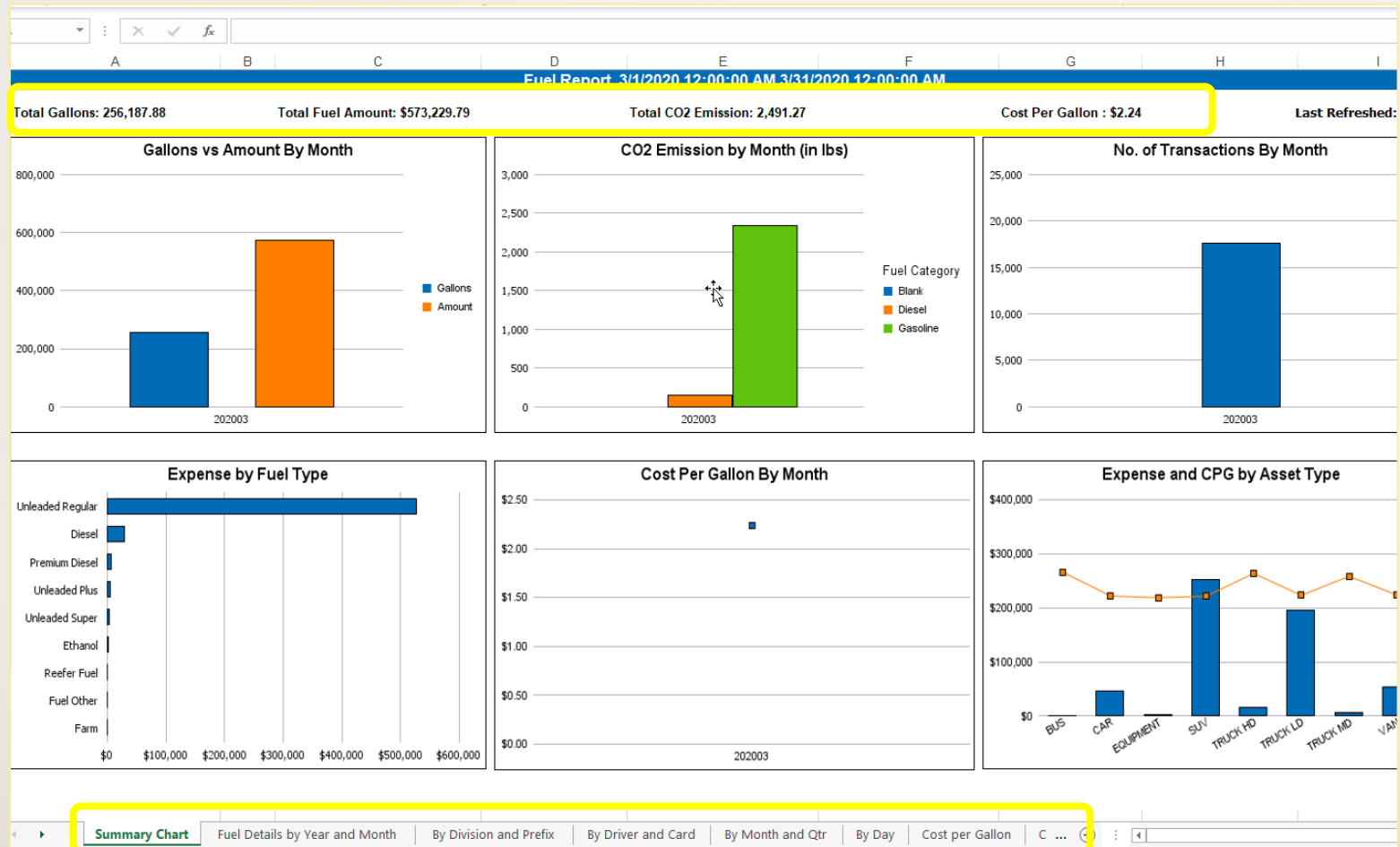
- In the Report Topic field dropdown, click “Fuel” and hit Search button
- Click on “Fuel Report” in the Report Name box and it will bring up the Prompt Screen

The screenshot shows the 'Fuel Report' application interface. At the top, there is a header bar with the application logo on the left, the title 'Fuel Report' in the center, and a date range '10/1/2019 12:00:00 AM 12/31/2019 12:00:00 AM' on the right. Below the header, there are several summary fields: 'Total Gallons:', 'Total Fuel Amount: \$', 'Total CO2 Emission:', 'Cost Per Gallon: \$', and 'Last Refreshed:'. The main content area is divided into four sections: 'Gallons vs Amount By Month', 'CO2 Emission by Month (in lbs)', 'No. of Transactions By Month', and 'Expense by Fuel Type'. A 'Prompts' dialog box is open in the center, displaying a 'Prompts Summary' table with two rows: 'Enter Transaction date(Start):' and 'Enter Transaction date(End): 12/31/2019'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right. At the bottom of the application, there is a navigation bar with tabs for 'Summary Chart', 'Fuel Details by Year and Month', 'By Division and Prefix', 'By Driver and Card', 'By Month and Qtr', 'By Day', 'Cost per Gallon', 'Co2 Emission', 'Fuel Detail By Trans Dates', and 'Report Desc'. The status bar at the very bottom shows 'Track changes: Off' and 'Page 1 of 1'.

- Enter your beginning and ending dates in the appropriate fields and click ok.



- Once the report comes up click on the  in the top tool bar to export to excel.
- In the “File Type” dropdown select the appropriate version of Excel for your computer and click ok.
- Once the report generates you will be able to download & save it.



- The downloaded report looks like this when you open it.
- At the top you will find relevant totals for the report period.
- Along the bottom are tabs for worksheets containing a variety of information.
- Any questions please don't hesitate to contact Fleet Management
- Email: Fleet@wv.gov or call (855) 817-1910